

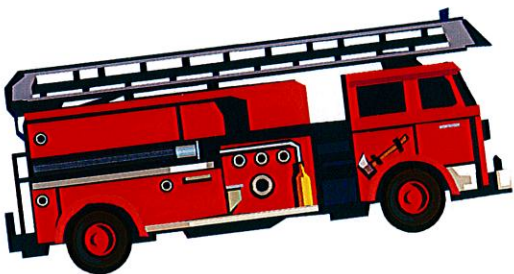
# INFORMATION PACKET

## CHESTNUTHILL TOWNSHIP

### 911 ADDRESSING PROJECT



For questions please e-mail us at  
[911@chestnuthilltwp-pa.gov](mailto:911@chestnuthilltwp-pa.gov)  
or call (570) 402-2043.



# Attachment A

## Sample Letter from Monroe County

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On the back of this page you will find an example of the letter that you should have received from Monroe County which identifies your new 911 physical address. **It is very important to keep this letter for future reference!**

Please note if you are a renter the property owner should have received this letter.





## MONROE COUNTY ADDRESSING PROJECT

**RETAIN THIS DOCUMENT FOR YOUR RECORDS-A DUPLICATE WILL NOT BE ISSUED!**

JOHN DOE  
123 MAIN ST  
I DON'T KNOW, PA 18501

NEW PHYSICAL ADDRESS  
151 WILLOW ST

**LANDLORDS: YOU MUST FORWARD THIS ADDRESS INFORMATION ONTO YOUR TENANTS.**

**Please note: Where possible, the mailing address shown corresponds with the new house number listed. If this structure receives mail delivery and the current mailing address shown is not correct, you must contact the county immediately as the delivery of your mail as well as any type of emergency response could be adversely affected. If this is a rental property, it is the responsibility of the owner to notify the tenant of this new address.**

**"Your City and Zip Code will remain the same *UNLESS* you receive notification from the Postal Service that the City and Zip Code has changed."**

This addressing change will enable emergency responders to proceed to an incident more efficiently.

### **The intent is to reduce response time.**

#### **1. Notify all your correspondents of your NEW ADDRESS**

- The US Postal Service will continue to deliver mail with your old address for one (1) year
- Be advised, it may take a few months for major mailers to update their database. It is crucial that you wait a minimum of 60 days before you begin notifying anyone of your new address or purchase your address signs. (see list below)

#### **2. Your new address HOUSE NUMBER must be clearly visible to emergency responders as they approach from either direction.**

- The address sign shall be located where the driveway intersects with the municipal/state/private roadway (rural application).
- The sign can be mounted on a stand-alone post or pole or on any other type of mounting device.

**CONTACT YOUR LOCAL MUNICIPAL BUILDING FOR INFORMATION ON WHERE TO GET YOUR SIGN AS WELL AS DETAILS ON COLOR, SIZE AND PLACEMENT. DO NOT CALL 9-1-1 FOR ADDRESSING INFORMATION!**

#### **3. Common address notifications / updates**

- |                           |   |
|---------------------------|---|
| • Voter Registration      | • Magazine Subscriptions                    |
| • Insurance Companies     | • Personal Address List                     |
| • Bank Accounts           | • Utility Companies                         |
| • Business Correspondence | • Pennsylvania Department of Transportation |
| ➤ Mailing Labels          | ➤ Vehicle Registration                      |
| ➤ Letterhead              | ➤ Drivers License                           |
| ➤ Business Cards          |   |

#### **Attention Post Office Box Customers and Seasonal Home Owners**

***Please post your new house number as described above. If you receive mail at your PO Box, you will continue to do so as you have been. Now, in addition to your PO Box address, you will have a physical address for Emergency Service Response and/or to receive parcel deliveries (UPS, FedEx etc.). If you would like to receive mail delivery at home, please contact your local post office.***

**QUESTIONS? NEED ASSISTANCE?**

**Contact Chestnuthill Twp @ 570-402-2043    Email: [911@chestnuthilltwp-pa.gov](mailto:911@chestnuthilltwp-pa.gov)    Website: [www.chestnuthilltwp-pa.gov](http://www.chestnuthilltwp-pa.gov)  
or the Readdressing Staff @ 570-420-3466    **(ALL CALLS ARE RECORDED)**    Email: [monroereaddressing@co.monroe.pa.us](mailto:monroereaddressing@co.monroe.pa.us)**

## Attachment B

### Sample Letter from the Post Office

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On the back of this page you will find an example of the letter that you should have received from the United States Postal Service which identifies your new 911 mailing address. **It is very important to keep this letter for future reference!**

Please note if you are a renter the property owner should have received this letter.



MANAGER, ADDRESS MANAGEMENT  
CENTRAL PA DISTRICT



August 2010

#### POSTAL CUSTOMER

We have been advised by Monroe County that they have completed the ! Township portion of the county-wide house numbering project as part of the county's upgrade of its 911 Emergency System.

It is the policy of the U.S. Postal Service to adopt a municipal's address system for the delivery of mail. You should have received notification of your new address from your county officials. This is to notify you that effective immediately, your mailing address will be changed to your 911 assigned physical house number and street name. Please discontinue using your old mailing address at this time.

You may begin notifying your correspondents of your new mailing address; however it may take several months for major mailers to update their databases. In these cases, you may want to wait 60 days to notify certain companies of your new address (for example: Penn Dot, utilities, credit card companies, etc.). It is extremely important that your address be changed on all your mail prior to the end of the one year period during which we redirect your mail. Many large mailers will receive automatic notification through the use of our postal products. I encourage you to make any other changes such as for personal correspondence and associations as soon as possible. It is also likely your ZIP+4 will change. To get your correct ZIP+4, go to the United States Postal Service website at [www.usps.com](http://www.usps.com), find a ZIP Code.

If you receive your mail through a post office box, continue to use that PO Box as your mailing address. You may use a dual address, as long as the name of your post office appears in the last line, and you use the following format:

Example: 27 Main Street  
P O Box 192  
Kunkletown PA 18058-XXXX

Landlords should notify tenants of their new mailing address, including apartment, suite, and lot/trailer numbers. Example: 1234 Valley Road, Apt 4; 1235 Valley Road, Ste D; 1236 Valley Road, Lot 14.

You are requested to place your new house number on your mailbox. Postal regulations provide for such identification and this will assist in the delivery of your mail. Letters and numbers should be at least an inch high and of a contrasting color with the box. It is recommended that both sides of the box be marked or the front of the mailbox door, if the boxes are grouped. If the box is not on the same street as your address, you must also place the street name on the box as well as the number.

If you suspect any discrepancies in the house number and street name assigned by Monroe County, please advise them by calling (570) 420-3466. In addition, your local post office is available to assist you in this conversion process. Please be assured that these changes should not cause any significant interruptions or delays in the delivery of your mail.

Thank you in advance for your cooperation.

Sincerely,

Carol A. Shenberger

# Attachment C

## 911 Address Sign Placement

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On the back of this page you will find an informational sheet on the required signage as well as the correct placement of your new 911 address signs.

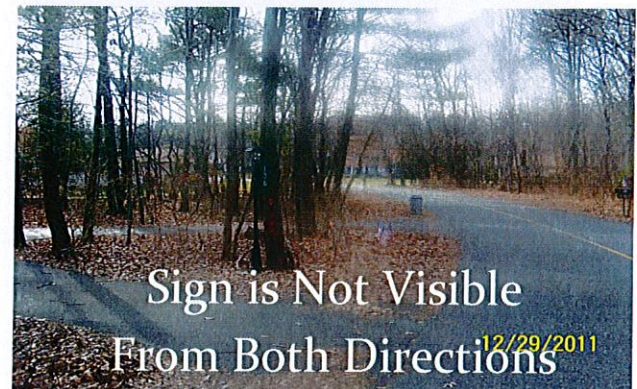


# If we can't find you, we can't help you!

## Correct Placement



## Incorrect Placement



## Some DOs and DON'Ts to help you with proper sign placement

### Do place your sign...

- With 4 inch numbers
- At least 3 feet but no greater than 6 feet above the ground surface
- On the same side as your driveway
- So it is adequately visible from both directions of travel
- At least 4 feet off of the edge of the paved roadway
- Call 811 (One Call) before your dig!

### Don't...

- Purchase a sign with 3 inch numbers
- Place the sign across the street from your driveway
- Place the sign below 3 feet as it may be obscured by snow in the winter.

Chestnuthill Township Ordinance 2011-03 requires reflective emergency response signs be placed at all driveway entrances to occupied structures. Be sure your sign measure 6" by 18" reflective green with 4" reflective white numbers on both sides. Signs can be purchased at Chestnuthill Township Park Building or at any retail store which carries the 6" x 18" reflective green sign and 4" reflective white numbers.

# Attachment D

## Frequently Asked Questions

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On the back of this page you will find answers to frequently asked questions prepared by Monroe County regarding 911 readdressing.



## FREQUENTLY ASKED READDRESSING QUESTIONS

**Q: I had no idea that there was an addressing project occurring within our county. Why didn't I have any input and who authorized this change?**

**A:** The County and the Municipalities have done their best to inform the public as well as communicate with the residents since the inception of this project. There have been newspaper articles, radio announcements, bill boards as well as public meetings, all to inform the residents of the undertaking of this project.

**Q: Why does my address have to change?**

**A:** The plan was necessitated due to the fact that rural delivery addresses as well as other scenario addressing systems which are currently in place were started out of necessity but without consideration for future expansion. Therefore, these addresses are no longer sufficient for emergency response. This "readdressing" project is a collaborative effort between the Monroe County Commissioners, the Monroe County Control Center, all Monroe County Municipalities as well as the United States Postal Service.

**Q: Why is the name of the street I am living on going to change?**

**A:** The primary reason for a change is there cannot be a duplication of a road name in the same municipality. Likewise there cannot be a duplicate address (101 State Road) within the same postal zip code. In either case either a road name must change or a street address number must change to eliminate the duplication. Typically municipal officials try to change the name which will have a lesser amount of residents residing on it.

**Q: Why does my rural route address have to change now since I have had the same rural route address for years and do I continue to use the word "Rural Route" with my new number?**

**A:** Your rural route address does not identify to emergency responders where your physical location is. Your new address will be a street name and number. It is based on a national standard system (frontage interval system). You will no longer use the words "Rural Route".

**Q: Who chose the road names?**

**A:** The municipalities have the authority to name or re-name public roads or private roads, as well as set rules for the elimination of duplicate or conflicting road names. Most officials are receptive to input from their residents. If you have concerns, contact your local municipal building.

**Q: Should I post my address number?**

**A:** Yes. In order to help emergency personnel reach you it is critical to have your number posted. Each municipality will have specific information regarding the size and placement of the markers. Speak with your municipal officials concerning color, size and specific placement.

**Q: I get my mail at the post office (Post Office Box). However, I received a notice that I have a new address. What should I do?**

**A:** You will continue to receive your mail at your post office box. Your new address is your physical address where your actual home is located. This physical address will be used for emergency response, and if you prefer it can also be used for parcel deliveries, etc. You should use your new address as part of your entire mailing/post office box address, it must appear in the order shown below.

John Doe  
159 Water Road  
PO Box 123  
City, State, Zip Code

**Q: How long will my current address be valid?**

**A:** The post office will deliver your mail using your current address for a period of one (1) year from the date of notification. After that, the post office will no longer recognize that as your current address and your mail will stop unless you changed over to your new physical address.

**Q: What if I refuse to change or use my new address?**

**A:** First and Foremost; this project was essential because of the alarming rate of recurrence it took emergency responders to locate incidents. THIS IS ABOUT PUBLIC SAFETY-YOURS! However, if you insist, you need to contact your municipal officials and let them know as you may be violating a local ordinance. You will no longer receive your mail after a year and even worse, we may not be able to get you help when you need it the most.

# Attachment E Chestnuthill Township Addressing Ordinance

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On the following pages you will find the ordinance that standardizes a system of building, structure and/or property address numbering for Chestnuthill Township and the placement of street name signs for private roadways.



## **ORDINANCE NO. 2011-03**

### **AN ORDINANCE OF THE TOWNSHIP OF CHESTNUTHILL, MONROE COUNTY, PENNSYLVANIA, PROVIDING FOR THE RENAMING OF CERTAIN PUBLIC AND PRIVATE STREETS, AND AN EMERGENCY RESPONDERS BUILDING NUMBERING SYSTEM**

**WHEREAS**, the Township of Chestnuthill is participating in the Monroe County 911 Public Safety System which provides for improved Police, Fire, and Emergency Medical Services, and the Monroe County 911 Public Safety System, in cooperation with the United States Postal Service, has developed and is implementing a county wide system of structure and/or property address numbering for use throughout Monroe County;

**WHEREAS**, a standardized system of building, structure and/or property address numbering by all participating municipalities and the placement of street name signs for private roadways, better enables emergency response personnel to locate persons requiring assistance and makes the 911 Public Safety System more effective, and is authorized by article 15, Corporate Powers, section 1520 of the township code "Numbering of Buildings" (53 Pa. C. S. 66520) and other sections permitting regulation for the public health and safety;

**WHEREAS**, Chestnuthill Township, in order to promote the general health, safety and welfare of the citizens of the Township, has recognized the need for emergency services personnel and providers, including Fire Departments, EMS, Ambulances and other such providers, to quickly and accurately locate streets and buildings within the Township, in order to reduce response times and thereby more efficiently protect and serve the citizens of the Township;

**WHEREAS**, Monroe County has developed a 911 address project and, in order to effectively implement said project, Chestnuthill Township desires to designate names of streets and roads, both public and private, in order to eliminate redundant or confusing road and street names in Chestnuthill Township.

**WHEREAS**, Chestnuthill Township, under the authority of article XXIII, Section 2329, of the Second Class Township Code, 53 P.S. 67329, is empowered to require and regulate by ordinance the naming of the streets and roads;

**WHEREAS**, Chestnuthill Township has determined that certain public and/or private streets or roads have confusing or redundant names, and are not identified with proper street signs with which emergency personnel can quickly and efficiently locate streets within the Township;

**WHEREAS**, Chestnuthill Township, under the authority of article XV, Section 1520, of the Second Class Township Code, as amended, 53 P.S. 66520, is empowered to require and regulate by ordinance the numbering of buildings;

**WHEREAS**, in order to further effectively implement the Monroe County 911 address project, Chestnuthill Township desires to institute a building numbering system so that emergency responders and other emergency services can clearly identify and locate properties and buildings within the Township;



**WHEREAS**, Chestnuthill Township has determined that structures within the Township are not properly named or marked with proper building number signage to direct emergency personnel seeking to locate buildings within the Township; and

**WHEREAS**, Chestnuthill Township has determined that a uniform system of building numbering signs, and a uniform system for roadway name signs for all streets or roads, both public and private, are necessary to preserve the general health, safety and welfare of the residents of Chestnuthill Township.

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE BOARD OF SUPERVISORS OF CHESTNUTHILL TOWNSHIP, Monroe County, Pennsylvania, and it is hereby enacted and ordained by authority of the same, as follows:**

## **SECTION I**

### **Definitions**

**Addressable Building** - Any habitable residential structure and any non-residential structure containing single or multiple retail, commercial or other units, whether vacant or occupied part time or full time.

## **SECTION II**

### **A. Building Numbers Required**

It is and it shall be the duty of each and every owner, trustee, lessee, agent, occupant, and possessor of each and every existing Addressable Building located in Chestnuthill Township, whether on a public or private roadway, to be numbered with its official building number assigned by Chestnuthill Township in conformity with the Monroe County 911 Address project. The building number sign shall be installed on an approved post and/or mount at the intersection of the driveway to the building and the private or public road right of way, or as otherwise provided for herein. The number shall be permanently posted and affixed as set forth herein. All persons required to number existing or proposed houses, buildings, or other structures shall contact Chestnuthill Township and secure an assigned building number.

### **B. Specifications of Building Number Posts and Signs Location of the Sign**

The building number sign shall be placed on a clearly visible approved post or mount, or other similar approved structure located upon the subject property where the driveway intersects with the Township and/or State and/or Private roadway's right of way. The building number sign shall not be placed in the right of way, unless placed on a pre-existing approved structure, but rather on the property upon which the building is located immediately adjacent to the right of way. However, if the building or structure is located within 20 feet of the roadway, and the other provisions set forth herein are complied with, the building number sign may be placed conspicuously on the structure itself.



### C. Sign Specifications

The building number sign shall have 4" high white reflective numbers with a green reflective background, visible both during the day and night, placed on a 6"x18" rectangular sign, which is to be displayed either vertically or horizontally. The sign shall be placed where the driveway to the Addressable Building intersects with the public or private roadway on the same side of the street as the addressable building, and at a location clearly visible when approaching the driveway from either direction. Building numbers shall be positioned such that snow, leaves, tree branches, shrubs or other such impediments shall not impair the visibility required by this Ordinance. Building numbers shall also satisfy the following criteria:

1. Numbers shall be four (4) inches in height and spaced in a manner so that the reader can easily read the building number. ~~The maximum area of the sign shall be a margin of not less than one half (1/2) inch and not more than two (2) inches measured from the edge of the sign to the outer edge of the side of any number closest to the edge.~~ TO BE DELETED
2. The numbers may be displayed either horizontally or vertically.
  - a. Horizontal Display: The numbers shall be positioned horizontally and correctly read from left to right.
  - b. Vertical Display: The numbers shall be positioned vertically and correctly read from top to bottom.
3. The numbers shall be in reflective white numerals and shall be visible from both directions on the roadway, i.e. the sign must be a two sided sign.
4. The background shall be reflective green so that the reflective white numbers are more visible.
5. The building number sign shall be easily visible by emergency responders as they approach the subject property and from either direction on the roadway.
6. The height of the building number sign installed as provided herein shall be at least three (3) feet but no greater than six (6) feet from the ground surface.
7. Unless otherwise approved by the Township, the building number sign shall be mounted on one of the following configurations:
  - a. Mounted on a stand-alone post or pole in a manner approved by the Township.
  - b. Mounted on the property's U.S. Postal Service mail box, so long as the mailbox is located at the end of the properties' driveway and such numbering is not contrary to U.S. Postal Service regulations. No mailbox which is located off premises, (i.e. not at the end of the property's driveway), may be used to mount any sign which is substantially similar to the building number signs required herein.
  - c. Mounted on the building or structure if such is located within 20 feet of the adjacent roadway.
  - d. Mounted on any other type or kind of approved mounting device in a manner approved by the Township.
8. If the building number sign post and/or mount is knocked down and/or removed and/or otherwise covered by an unforeseen occurrence, the owner of the subject property shall repair and/or reinstall the building number sign within thirty (30) days of the occurrence.



#### **D. Covering Building Number Prohibited**

It shall be unlawful to cover any building number sign with any other sign, drapery, or other obstruction tending to conceal such building number, and all inaccurate, obsolete, or nonconforming building numbers shall be removed from any property, house, building, or other structure when a new number has been assigned, or when so directed by the designated Township representative.

#### **E. Time for Numbering Buildings**

All persons required to number buildings, as set forth herein, shall install the requisite building number signs for existing houses, buildings, or structures within six (6) months of release of the address change notification letters. The owners of new structures, those structures constructed after the effective date of this Ordinance, shall install a building number sign prior to being issued an occupancy permit.

### **SECTION III**

#### **A. Street Names and Signs**

For purposes of this Article, the term Roadway shall mean any and all public and/or private roads, streets, lanes, drives, avenue, easements and/or other similar right-of-ways used for vehicular traffic.

All roadways within Chestnuthill Township, whether they be publicly dedicated and publicly maintained, publicly dedicated and privately maintained, or private and privately maintained, having two or more Addressable Buildings located adjacent thereto which have primary access through such roadway, existing prior to the effective date of this Ordinance or any time in the future, including but not limited to all existing and future mobile home parks, shall apply for and/or be assigned by the Township a designated roadway name that shall be placed on the Township's Official Map or Road Map, if said Maps exist, and used to identify the roadway on an approved roadway sign. Assignment of new roadway names shall be in conformity with Article X section 98-69 of the SALDO.

Any such designation of a privately maintained roadway shall not impose any obligation or liability upon the Township for the maintenance, inspection, or improvement of said roadway.

#### **B. Street Signs Specifications**

All roadways within Chestnuthill Township, both public and private, shall be properly marked with roadway signs in a manner and form acceptable to the Township and said signs shall comply with the following specifications:

1. The sign and pole on which the sign is mounted shall be made of a material and installed in a manner approved by the Township and shall meet the approved current Township and/or Pennsylvania Department of Transportation standards and specifications for street and/or road signs as set forth within the current edition of the Manual on Uniform Traffic Control Devices, as amended (MUTCD).
2. The text of the sign shall be six (6) inches in height, in accordance with MUTCD as amended and spaced in a manner so it is identifiable and readable from both sides of the roadway. The sign face shall be eight (8) inches in height exclusive of the border, if any.
3. The text shall be in reflective white letters and/or numbers in accordance with the minimum retro reflectivity requirements of MUTCD.
4. The sign shall be located on a ten (10) foot tall pole, or otherwise acceptable to the Township and in compliance with the MUTCD.



5. The background of the sign shall be green in color from the reflective text so that the text of the sign is more visible in accordance with MUTCD.
6. The signs shall be mounted at each roadway intersection in accordance with MUTCD.
7. Signs naming the roadways at the intersection shall be installed with their faces parallel to the roadways they name.
8. The sign shall be retro reflective or illuminated to show the same shape and color both day and night.
9. The private road signs shall have a reflective white background and reflective green color letters that are of the same color as the public road signs background color, in order to distinguish private from public roads.
10. Abbreviations may be used on street signs (i.e., Rd, St, Blvd, etc.)

#### **C. Time for Repair**

If a private roadway sign is knocked down and/or removed and/or otherwise covered by an unforeseen occurrence, the owner shall cause the repair and/or reinstall the roadway sign within fifteen (15) days of the occurrence.

#### **D. Time for Installing Signs.**

All persons required to install roadway signs, as set forth herein, shall install said signs for existing roadways, both public and private, within 6 months of release of the address change notification letters. The owners of any new roadways shall procure the official roadway name assignment and complete the requisite sign installation as part of the normal subdivision and land development process. New roadways shall be assigned a name and the requisite sign shall be installed prior to final Township inspection of the roadway construction.

### **SECTION IV**

#### **Private and Public Street name changes**

A complete list of public and private street names will be adopted via Resolution in conjunction with this Ordinance and shall be updated via resolution as necessary.

### **SECTION V**

#### **Mailing Address Change and liability**

All persons required to number buildings, who do not have another duly authorized mailing address, such as a post office box, approved by the United States Postal Service, and who, as a result of the implementation of this Ordinance are required to change their mailing address are solely responsible for obtaining and confirming any new mailing address with the United States Postal Service and are solely responsible for notifying any and all other persons and entities of the persons new mailing address. Consistent with the Political Subdivisions Tort Claims Act, Chestnuthill Township, its officers, agents and employees, are not liable for any damages or injury occurring to any person or property resulting from any failure to so notify the United States Postal Service or other persons of the address change or for any other act or omission related to the implementation and enforcement of this Ordinance.



## SECTION VI

### Penalties

Any persons, firm or corporation who shall number or attempt to number any house, building, or structure contrary to this Ordinance or who shall after six (6) months of release of the address change notification letters and within thirty (30) days of notification by the Chestnuthill Township code enforcement officer, fail or neglect to number their building, or structure in accordance herewith, or who shall fail to change the number thereof or fail to remove the old number in cases of a number change, and any person or persons who shall alter, deface, remove, or destroy any number or sign required to be displayed by this Ordinance, or any person or persons, firm or corporation who fails to install the requisite street or road signs required herein and/or attempts to deface and/or remove any such street or road sign, or who shall otherwise violate any of the provisions of this Ordinance, shall be guilty of a summary offense and upon conviction thereof, shall, at the discretion of the Court be sentenced to pay a fine of not less than Three Hundred (\$300.00) dollars for the first offense and not more than One Thousand (\$1,000.00) dollars for the second and all other offenses, the costs of prosecution, and reasonable attorney's fees, and in default of payment thereof, to imprisonment of not more than thirty (30) days. Each day's violation of any of the provisions of this Ordinance shall constitute a separate offense.

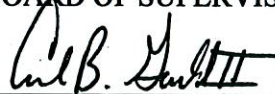
## SECTION VII

### Repealer and Severability

Except as may be amended hereby, all provisions of any existing Chestnuthill Township Building Numbering or Street Naming Ordinances shall remain in full force and effect. Furthermore, the provisions of any other existing ordinances or part of ordinances in conflict with this Ordinance, to the extent of such conflict, and no further, are hereby repealed. If any part of the provisions of this ordinance shall be held to be unconstitutional, illegal, or invalid, such unconstitutionally, illegality, or invalidity shall not affect the validity of any of the remaining provisions of this Ordinance or other provisions of existing Chestnuthill Township Ordinances.

Duly ordained and enacted this 20<sup>th</sup> day of, December 2011, by the Board of Supervisors of Chestnuthill Township, Monroe County, Pennsylvania, in lawful session duly assembled, same effective five (5) days after adoption or as soon thereafter as allowable by law.

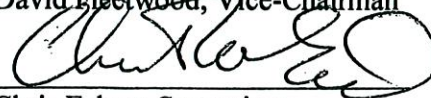
CHESTNUTHILL TOWNSHIP  
BOARD OF SUPERVISORS



Carl B. Gould, II Chairman



David Fleetwood, Vice-Chairman



Chris Eckert, Supervisor

ATTEST:

  
Cathy A. Martinelli, Secretary